

JOB OPPORTUNITY

Franchise Tax Board is an equal employment opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

☒ Permanent
Full-time

☐ Permanent
Intermittent

☐ Limited-term (Temporary)
Length ____

☐ Formal Training and
Development Assignment

Position Title: Training Coordinator
Location Sacramento Central Office
Salary Range: \$2,951 - \$3,588

Classification: Tax Program Technician II
Section/Unit: Investigations Bureau
Number of Vacancies: 1

Job Description: (includes typical duties)

Under the general direction of the Investigations Bureau Support Unit Manager, you will provide complex technical support to the Investigations Program. Most tasks involve a high level of independence and judgment. The tasks focus on criminal tax investigations and involve 1) serving as the Investigation Bureau's Peace Officer Standards and Training (POST) Training Coordinator, 2) maintaining seized evidence, 3) developing criminal investigation leads, 4) research and analysis of criminal offender databases and 5) working on special projects as required. Occasional travel will be required to various locations throughout the State of California to assist in search warrant evidence logging.

Required Knowledge, Skills, Abilities:

- Strong organizational, planning, and time management skills; strong interpersonal and communication skills.
- Readily accepts the challenges of working with multiple priorities and meeting critical deadlines.
- Ability to gain and maintain the confidence and cooperation of others.
- Ability to consult with and advise various levels of management on the areas you are responsible for.
- Excellent working knowledge of Microsoft applications such as Word and Excel.
- Flexibility with overnight travel and the ability to attend quarterly Law Enforcement Training Managers Association meetings.

Desirable Experience/Qualifications:

- Experience with POST training standards and mandates
- Experience with California Law Enforcement Telecommunication Systems
- Experience with Investigation Bureaus Inventory Management System

Mail or hand deliver your application by: January 26, 2009 – post marked by 5:00 pm
Address/Room Number PO Box 550, Sacramento, CA, 95812-0550
Special Instruction: Hires will be contingent upon passing an extensive background check

Telephone Number: (916) 845-2541
Attn: Rick Biagi

Please submit a State application form 678 and a statement of qualifications or resume that demonstrates meeting the required knowledge, skills, and abilities.

To be considered for this Job Opportunity, applicants must have permanent civil service status, be reachable on an employment list, or have reinstatement eligibility. **Applications will be screened and only the most qualified applicants will be interviewed.**

All applicants not currently employed with the Franchise Tax Board will be subject to a pre-employment background investigation. The investigation will consist of completion of a pre-employment questionnaire, fingerprinting, and an inquiry to the Department of Justice to disclose criminal records.

"California State Tax Compliance: As required by the department's rules of conduct, all employees of the Franchise Tax Board (FTB) must be in compliance with the California Revenue and Taxation Code. During the background investigation portion of the hiring process, FTB will review return information to verify California state income tax compliance. Any failure to comply with the California Revenue and Taxation Code may prevent you from being hired at FTB. If you think you may have any potential tax compliance issues, please call 1-800-852-5711 to resolve them prior to seeking employment with FTB."

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.
The California Relay Service telephone numbers are: (from TDD Phone) (800) 735-2929; (from Voice Phone) (800) 735-2922.